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REGULATION

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SUPERGRADE POSITIONS

Rescissions: (1) [redacted] 23 February 1954
(2) [redacted], 6 July 1954

1. GENERAL

This Regulation establishes Agency policy, responsibilities, and procedures for the assignment of employees in grades GS-16, GS-17, and GS-18, commonly referred to as "supergrades".

2. POLICY

The Director of Central Intelligence will determine the number of supergrade positions to be utilized by the Agency. All employees promoted or assigned to these positions will hold the rank and pay of such positions in temporary status for such time as the Director may determine.

3. RESPONSIBILITIES

a. The Supergrade Review Board, hereinafter referred to as the Board, is responsible for reviewing and recommending to the Director the disposition of all actions affecting employees assigned to or recommended for assignment to positions in the supergrade category. The Board will conduct an annual review of the records of all employees assigned to supergrade positions upon whom permanent rank has not been conferred and submit its recommendations and comments to the Director of Central Intelligence.

b. The Director of Personnel will review the qualifications of all Agency personnel who may be eligible for assignment to a supergrade position whenever an action involving an incumbent or a proposed incumbent of a supergrade position is initiated, and will advise the Board of any employee or employees who should be considered competitively with the individual named in the proposed action.

4. ORGANIZATION OF SUPERGRADE REVIEW BOARD

The Board will be composed of the following members:

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Deputy Director of Central Intelligence	- Chairman
Deputy Director (Support)	- Member
Deputy Director (Intelligence)	- Member
Deputy Director (Plans)	- Member
Director of Personnel	- Member
Director of Security	- Advisor (nonvoting)
Chief, Medical Staff	- Advisor (nonvoting)
Inspector General	- Advisor (nonvoting)

5. PROCEDURES

a. PROCESSING PERSONNEL ACTIONS

(1) The Deputy Directors will forward to the Director of Personnel all actions involving incumbents or proposed incumbents of supergrade positions from within their respective areas of responsibility.

(2) The Director of Personnel will notify the Director of Security, the Chief, Medical Staff, and the Inspector General of each proposed action involving a supergrade position. Each of these officials and the Director of Personnel will examine their records and institute such additional investigations as they deem appropriate in order to determine from their point of view the fitness of the individual being considered. The Director of Personnel will conduct a survey of other employees who may be qualified for the supergrade position concerned.

(3) The Director of Security, Chief, Medical Staff, and Inspector General will advise the Director of Personnel when they have completed their preliminary studies.

(4) Upon receipt of this information and the conclusion of his survey, the Director of Personnel will inform the Chairman of the Board, who will convene the Board as required.

(5) The Board will review the proposed action and determine the employee or employees best fitted for the position under consideration. The Board will then transmit its recommendation to the Director for determination.

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b. REVIEW OF THE TENURE OF EMPLOYEES IN SUPERGRADE POSITIONS

Beginning in 1955 and annually thereafter, the Board will review
between 1 January and 30 June the records of all employees having a
temporary status in supergrade positions. During this period, each
of these employees will be considered by the Board for permanent
appointment, and the Board will make appropriate recommendations to
the Director for conferring permanent rank.

/S/

ALLEN W. DULLES
Director of Central Intelligence

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